

 <p style="text-align: center;">STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">Policies & Procedures</p>	<p>Authority: Wyoming Statute <u>25-1-105</u> ACA Standard</p>	<p>Policy # 5.400 _____ : Section 5.4 _____ : Part V _____ : Title: Inmate Visiting</p>
<p>Approved: <u>Judith Uphoff /s/</u> Director</p> <p>Date Approved: <u>07/20/00</u></p>	<p>Effective Date: <u>February 23, 1999</u></p> <p>Revision Date: <u>August 1, 2000</u></p> <p>Supersedes Existing Policy #3.400 Eff: 02/23/99</p> <p>Next Review Due: <u>August 1, 2001</u></p>	

I. Purpose

To provide Wyoming Department of Corrections (WDOC) personnel with policy, procedure and guidelines for the administration of the Division of Prisons inmate visiting process.

II. Policy

It shall be the policy of the WDOC to provide an opportunity for inmates to visit on-site in an orderly and safe environment. Procedure and process will support an effort to provide an opportunity for quality visiting while maintaining this function as a privilege and not an inmate or visitor right. Application for visiting privileges may be denied, and visiting privileges may be suspended, modified or revoked at any time for any reason deemed to be in the interest of public, departmental or correctional facility safety, security and order. The dual interests of providing inmates with visiting privileges while maintaining correctional facility safety, security and order will be guided by this procedure through provision of non-exclusive criteria for approval or denial of visitors, procedures for making applications and review of applications for visiting privileges, and procedures and rules for the conduct of visits.

III. Definitions

A. Adult: An individual eighteen (18) years of age or older.

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- B. Contraband: Contraband means any article or thing belonging to or possessed by an inmate/offender which the inmate/offender is prohibited by statute, rule or order from obtaining, possessing, or which the inmate/offender is not specifically authorized to obtain or possess or which the inmate/offender alters without authorization.
- C. Immediate Family: Spouse; children; stepchildren; mother; father; brother; sister; grandmother or grandfather.
- D. Inmate: An inmate is a person who is incarcerated in any WDOC correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include community corrections centers.
- E. TRO: Temporary Restriction Order.
- F. WHCC: Wyoming Honor Conservation Camp.
- G. WHF: Wyoming Honor Farm.
- H. WSP: Wyoming State Penitentiary, and adult correctional facility for the State of Wyoming, located in Rawlins, Wyoming.
- I. WWC: Wyoming Women's Center, an adult female correctional facility for the State of Wyoming, located in Lusk, Wyoming.

IV. Procedure

A. General:

1. WDOC inmates shall not be permitted on-site visits unless said visits are approved and monitored in compliance with this document.
2. Each inmate shall be provided access to and an explanation of the visitor request rules and related forms during the correctional facility orientation process.

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3. Each inmate is responsible for initiating staff consideration of additions to his/her particular visiting list. The inmate shall obtain and mail the visitor request forms to those individuals outside the correctional facility he/she is requesting as visitors. The expense of postage will be covered by the particular inmate.
4. The applicant for visiting privileges is responsible for filling out the visitor request form completely and accurately and returning it to the correctional facility warden/superintendent or designee. If additional information is requested from the applicant, and not received within ninety (90) days, the application will be denied.
5. Each visiting application will be thoroughly examined and a National Criminal Information Center (NCIC) and criminal background history will be completed. If the visitor has been approved, a copy of the approved visiting application will be placed in the inmate's master file. This master file will follow the inmate should he/she be transferred within the WDOC correctional facilities and, the visiting approval may be continued at the new correctional facility unless it is deemed, for any reason, to be inconsistent with security, safety and order of that correctional facility.
6. The inmate shall:
 - a. upon administrative approval notify each applicant of their particular approval or denial;
 - b. send a copy of the correctional facility's visiting rules and policies (see supplement #1-A) to approved visitors. The expense of postage will be covered by the particular inmate.
7. Approved visitors:
 - a. shall comply with all WDOC visiting rules; and
 - b. may address questions regarding visiting rules to the on-duty correctional facility staff.

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8. Inmates may address denials through the inmate grievance procedure.
9. An inmate may request changes to his/her visiting list at six (6) month intervals based on his/her date of commitment. The inmate shall:
 - a. submit the proper form to the warden/superintendent or designee, outlining those individuals he/she is requesting to be added and/or removed; and
 - b. upon administrative direction, notify their visitors that have been added to or removed from their visiting list.
10. An inmate may have no more than ten (10) adults on his/her approved visiting list at any one time.
11. Inmates who have been officially released from and then returned to the custody of WDOC within a twelve (12) month period may be permitted to reinstate the previously approved visiting list. Inmates returned after a release period exceeding twelve (12) months shall be required to submit new visitor request forms to establish an approved visiting list.
12. An individual who has been incarcerated within WDOC correctional facilities shall not be considered for inclusion on a current inmate's visiting list until twelve (12) months have elapsed from the applicant's release date. The warden/superintendent or designee shall be informed in the event a former inmate attempts to apply for a visiting application prior to the elapse of the twelve (12) month period.

B. Suspension, restriction or revocation of visits:

1. The on duty shift supervisor may temporarily suspend or restrict visiting privileges when deemed necessary to meet safety, security, management or control requirements of the correctional facility or for any other reason deemed to be in the best interest of the public, WDOC or correctional facility.

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2. If a visiting privilege is temporarily suspended for a rule or visiting violation by the inmate or visitor, the reason shall be documented and notification of the rule or visiting violation shall be provided to the inmate and visitor.
3. A visitor that has had their visiting privilege temporarily suspended may, within ten (10) days after the suspension, submit a written request for a review of their visiting status to the warden/superintendent or designee. The warden/superintendent or designee may:
 - a. reinstate the visits;
 - b. continue the suspension, pending investigation; or
 - c. revoke or restrict the visiting privileges.
4. The decision of the warden/superintendent or designee regarding the visitor's request for review shall be discretionary and final.

C. Special Visits:

1. Special visiting privileges may be extended to members of the inmate's immediate family residing in locales of great distance from the correctional facility.
 - a. Generally, notification of need will be forwarded to the correctional facility warden/superintendent or designee seventy-two (72) hours in advance of the requested visit.
 - b. The warden/superintendent or designee shall approve/deny special visits in a timely manner.
 - c. If approved, the on duty shift supervisor shall coordinate special visits such that the correctional facility's daily operation is not disrupted.
 - d. Special visits will normally be conducted within the already established visiting time frames.

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2. Emergency Visits:

- a. When an inmate has notification of an emergency situation, the inmate may request a special visit by contacting the on duty shift supervisor.
- b. Verification of the emergency and need for on-site visit shall be made by the on-duty shift supervisor/designee.
- c. The on-duty shift supervisor shall contact the warden/superintendent, OIC, or designee for final approval/denial.

3. Non visiting list special visits:

- a. When an inmate desires to receive a special visit from someone not on his/her approved visiting list, he/she shall submit a written request with two (2) copies to the correctional facility warden/superintendent or designee. The written request must be received by the warden/superintendent or designee five (5) days prior to said visit.
- b. Final approval or denial of the visit shall be made by the warden/superintendent or designee.
- c. The warden/superintendent or designee shall forward one copy of the visiting approval request to central control, one copy to the inmate and the original request shall be placed in the inmate's master file.

4. Denial of special visits:

- a. A special/emergency visit that has received initial approval, may be canceled by the warden/superintendent or designee based upon information that causes staff to believe the visit may jeopardize the safety, security or control of the correctional facility and/or have negative impact or influence on the particular inmate or otherwise not in the best interest of public safety, the WDOC or the correctional facility.

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- b. Denial of a special/emergency visit shall be documented and retained in the particular inmate's master file.
- c. The warden/superintendent or designee shall notify the inmate of the denial.

D. Barrier (non contact) visits:

1. General provisions:

- a. The primary mode for personal visits, with inmates classified on more restrictive custody levels than general population, shall be non-contact visiting.
- b. All inmates may be restricted to non-contact visiting. Reasons for such restrictions may include but are not limited to:
 - (1) passing of or a reasonable suspicion of passing contraband by inmate or visitor;
 - (2) abusive, violent or predatory behavior;
 - (3) if past experience indicates that the inmate is unpredictable and may pose a threat to the safety, security, management or control of the correctional facility;
 - (4) failure to comply with visiting rules; or
 - (5) any other reason deemed to be in the best interest of the public, WDOC and correctional facility.

2. Barrier (non-Contact) visiting procedure:

- a. The inmate side and the visitor's side of the non-contact visiting room shall be searched prior to the arrival of the inmate and visitors.

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- b. Inmates shall be escorted by staff utilizing general escort procedures in accordance with the security level of the specific inmate.
- c. Inmates shall not be allowed to bring anything to the non-contact visiting area except their identification card.
- d. Generally only two (2) visitors may visit an inmate within the non-contact visiting booth at any given time.
- e. The inmate side of the non-contact visiting room shall be locked during the visiting period and all other times when not in use.
- f. Inmates may be searched following the completion of a non-contact visit.

E. Staff procedures:

- 1. Upon the receipt of a visitor request form, the warden/superintendent or designee shall:
 - a. assure the request form is date stamped;
 - b. submit the appropriate information concerning the applicant to the appropriate sheriff's office for the completion of a criminal records check; and
 - c. upon receipt of a completed criminal records check, the criminal record information shall be submitted with the application to the warden/superintendent or designee for review and utilization in the approval/denial process.
- 2. The warden/superintendent or designee's review shall include but may not be limited to the following considerations:

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- a. the safety, security, management and control of the correctional facility;
- b. the applicant's ability to have a positive or negative influence and effect on the inmate; and
- c. the presence of a serious, extensive or active history of criminal activity, or if the proposed visitor has:
 - (1) aided, conspired, attempted to or transported contraband into or out of a jail or a correctional facility;
 - (2) aided, conspired, or attempted to aid in an escape from a jail or a correctional facility;
 - (3) been a crime partner of the inmate she/he wishes to visit; or
 - (4) been a victim of the inmate he/she wishes to visit.
- d. The opportunity for a visitor to move from one inmate's visiting list to another will generally not be permitted. This activity will be monitored and controlled by the warden/superintendent or designee.
- e. No registered victims will be allowed to visit any inmates within the WDOC correctional facilities. Exceptions may be made by the warden/superintendent or designee.
- f. Applicants who are currently under the supervision of WDOC may be considered for approval to visit only if they obtain and provide the correctional facility written authorization from their probation/parole officer. This letter shall be mailed directly to the correctional facility warden/superintendent or designee by the probation/parole officer. Proof of discharge may also be required of the applicant.
- g. The warden/superintendent or designee shall provide the inmate with written notice of approval or denial of each applicant when the

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review and authorization process is completed.

V. Training points

- A. Who has the responsibility to notify inmate visitors their application to visit has been approved or denied?
- B. Who has the responsibility to mail out a copy of the visiting rules and policies to approved visitors?
- C. Who does the inmate appeal to if a visitor has been denied visiting privileges?
- D. How many adults may an inmate have on his/her approved visiting list?
- E. Who may temporarily suspend or restrict visiting privileges and for what reasons?
- F. What are the differences between special and emergency visits?
- G. What are the barrier - non-contact visiting procedures?
- H. Name four (4) of the six (6) considerations in the warden/superintendent or designee's review process.

VISITING RULES

I. General Visiting Rules

- A. Positive identification will be required for all visitors. Acceptable forms of I.D. are: driver's license, state I.D., federal I.D., or a passport.
- B. Individuals under eighteen (18) years of age, with the exception of inmate's spouse, must be accompanied by their parent or other approved adult. The accompanying adult must be on the particular inmate's approved visiting list.

It will be the policy of the WDOC to limit the visiting of children not related to inmates. Children, under the age of eighteen (18), who are not legally related to the inmate, will not be allowed to participate in the visiting process unless special approval has been granted by the warden/superintendent or designee of the correctional facility.

- C. Visitors shall only have access to those areas specifically designated as visiting areas.
- D. Inmates who are currently held on TRO status may not be allowed visiting privileges.
- E. Sham adoptions, marriages and other ruses to circumvent the visiting regulations shall be considered invalid and may result in termination of the visiting privileges.
- F. An individual shall not generally be approved for inclusion on more than one inmate's visiting list. Any consideration of an exception shall be evaluated on a case-by-case basis.
- G. Any staff member, contractor, volunteer or student who has terminated employment or services with the WDOC may not be considered for visits until one (1) year has elapsed from the time of termination of employment or services.
- H. WDOC staff shall not be allowed to participate in the visiting process unless special approval is granted by the warden or superintendent of the affected correctional facility. This may be done in cases where a member of the staff member's family is incarcerated.
- I. Property shall not be allowed to be brought to the inmate or sent out by the inmate through the visiting process.
- J. Visiting hours shall be as posted through the warden/superintendent or designee. Visitors must not arrive more than fifteen (15) minutes prior to, nor fifteen (15)

minutes after, the posted start of visiting.

- K. Inmates shall inform potential visitors of their particular approved visiting hours.
- L. Only money orders or cashiers checks will be accepted from visitors for inmates through the visiting process.
 - 1. Money orders and cashiers checks shall be clearly marked with the inmate's name and number and placed in the designated receptacle.
 - 2. A receipt shall be issued to the particular inmate.
 - 3. Funds not in the form of money orders or cashiers checks that can be positively identified shall be returned to the sender at the inmate's expense.
 - 4. Unidentified funds shall be donated to the WDOC Inmate Assist Fund.

II. Inmate entry/exit processing:

- A. Inmates shall be notified by correctional facility staff of a visitor's arrival.
- B. At all secure correctional facilities, inmates shall be strip searched prior to and after visiting.
- C. At all non-secure correctional facilities, inmates may be frisked, scanned with a metal detector or strip searched prior to and after leaving the visiting area. The on-duty shift supervisor will have discretion in determining appropriate search methods based on security needs.

III. Inmate conduct during visiting:

Inmates shall:

- A. conform with correctional facility grooming standards;
- B. wear the appropriate clothing as per custody level;
- C. not wear shorts in the visiting area;
- D. not wear hats and coats in the visiting area except at the discretion of the warden/superintendent or designee based on the operational needs and physical plant layout;

- E. not be allowed to leave and re-enter the visiting area during a visit;
- F. use only inmate-designated rest room facilities;
- G. observe all correctional facility rules and policies during a visit;
- H. conduct their visit in a quiet, orderly and dignified manner;
- I. be responsible for the behavior of their children;
- J. take into the visiting room, nothing more than their correctional facility identification card, cell key, religious medallion, and jewelry worn appropriate to their classification level.

IV. Visitor entry processing:

- A. visitors will lock their vehicle upon leaving the vehicle on correctional facility grounds;
- B. upon arrival within the correctional facility, visitors shall be required to show proper photo identification and complete the visitors' sign-in log;
- C. before each visitor's initial visit, the correctional facility warden/superintendent or designee shall ensure that a visitor's consent form is reviewed with and signed by the visitor (see supplemental #1-B). Consent forms will be maintained in the inmate's master file.
- D. visitors shall secure their personal property such as purses, keys, wallets, money, coats, hats, blankets, etc. in a visitor locker or specified secure point in the correctional facility lobby, if available, or leave these items locked in their vehicle in the parking lot. The WDOC shall not be responsible for the loss of such items brought on to WDOC grounds.
 - 1. It is the responsibility of the visitor to lock his/her locker.
 - 2. Visitors may be allowed to maintain money for use in vending machines in specifically designated correctional facilities.
 - 3. Lockers will be inspected following visiting hours. Contents will be confiscated, inspected, logged and placed in holding and an incident report will be filed by the involved staff.

4. Visitors who have questions regarding confiscated property shall make a request in writing to the warden/superintendent or designee.
- E. Visitors must arrive during scheduled time frames at the correctional facility or they will not be permitted entrance into correctional facility grounds, unless approved by the shift supervisor.
- F. Visitors may be searched, and/or screened with a metal detector prior to entry into the correctional facility visiting area. Visitors may decline to submit to a search, however, on-duty staff will refuse said visitor access to the visiting area. Incidents of this nature will be documented by involved staff.
- G. Documentation of medical restrictions concerning metal detector screening shall be mailed to the correctional facility warden/superintendent or designee prior to the initial visit.
- H. The correctional facility will make reasonable accommodations for handicapped visitors and inmates.

V. Visitors exit processing:

- A. After the visiting period, all visitors shall sign out and leave the visiting area promptly and shall not loiter on WDOC grounds.
- B. In the event of an on-site emergency, visitors shall leave the area in accordance with the instructions of on-duty staff.
- C. No verbal or non-verbal contact with inmates will be permitted, prior to or after visiting.

VI. Visitor conduct:

- A. Visitors shall be modestly dressed to be permitted to visit. The following will not be allowed: bare midriffs or see-through blouses or shirts, shorts, tube tops, halters, extremely tight or revealing clothing, dresses or skirts more than three inches above the knees, sexually revealing attire. Children under the age of twelve (12) may wear shorts and sleeveless shirts.
- B. Visitors visiting with infants in their care shall be permitted to bring into the visiting area no more than one baby bottle, one baby blanket, two diapers and one unopened, sealed package of baby wipes.
- C. Any visitor found in possession of contraband may have his/her visiting privileges suspended, restricted or revoked.

- D. Items for life-sustaining medical care may be allowed into the visiting area with prior written approval by the warden/superintendent or designee. This visitor shall provide documentation which is intended to support an approval within a formal written request.
- E. Visitors shall not be permitted to bring pets or other animals onto correctional facility property, except in the case of a seeing-eye dog.
- F. No food items from outside the prison shall be allowed. Exceptions may be considered by the correctional facility warden/superintendent or designee.
- G. A visit may be terminated for foul and/or abusive language/conduct or refusal to comply with WDOC rules, policies, or procedures.
- H. Visitors and inmates are responsible for the behavior of their visiting children. Sanitation problems caused by children shall be taken care of immediately. All visits shall be conducted in a quiet, orderly and dignified manner.
- I. Any visitor who exhibits characteristics that might indicate that he/she might be under the influence of drugs or intoxicants shall have the matter referred to local law enforcement and shall be denied visitation.
- J. Conduct of a sexual nature between inmates and visitors such as petting, fondling, prolonged kissing or bodily contact, etc. is prohibited. Physical contact during the actual visit will be as posted.
- K. Visitors shall not be permitted to leave and re-enter the visiting area during a visit. If a visitor leaves the visiting area, the visit shall be terminated.
- L. Visitor's rest room facilities shall be provided and shall be off-limits to inmates, except as posted.
 - 1. Visitors are not permitted access to the inmate rest room facilities.
 - 2. Children shall not be allowed to use rest rooms without supervision by the visiting parent or other approved adult.
 - 3. Inmates shall not be allowed to take children to rest room facilities.
- M. Visitors shall not be permitted to bring cameras or audio/video recording devices into the correctional facility.

VISITOR'S CONSENT FORM

I _____, an approved visitor
Visitor's Name (please print)

for inmate _____, received
Inmate's Name (please print)

a copy of the Visiting Rules on _____.
Date

Visitor's Signature Witnessing Officer's Signature

I _____, an approved visitor, have read and
Visitor's Name

understand the Visiting Rules and shall comply with all present and future rules, policies and procedures. I understand that violation of these rules may result in loss of visiting privileges and/or criminal prosecution. I also understand that by signing this form, I give my consent for my property and person to be searched before entering any WDOC correctional facility.

Visitor's Signature Witnessing Officer's Signature

Date

Comments (staff use only) _____

WYOMING DEPARTMENT OF CORRECTIONS
VISITING APPLICATION

THIS APPLICATION MUST BE FILLED OUT TRUTHFULLY AND COMPLETELY.

INMATE'S NAME AND DEPARTMENT OF CORRECTION NUMBER: _____

NAME: _____

MAIDEN NAME: _____

OTHER NAMES USED: _____

PRESENT ADDRESS: _____

TELEPHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY#: _____ RACE: _____ SEX: _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR _____

DRIVERS LICENSE#: _____ STATE: _____

ID #: _____

MARITAL STATUS: MARRIED: _____ SINGLE: _____ DIVORCED: _____ OTHER: _____

OCCUPATION: _____ EMPLOYER: _____ PHONE NUMBER: _____

VEHICLE LICENSE # AND STATE: _____

VEHICLE DESCRIPTION: _____

RELATIONSHIP TO INMATE: _____

I HAVE KNOWN THIS INMATE FOR: _____

DO YOU HAVE A FELONY RECORD: YES _____ NO _____

IF YES, ANSWER THE FOLLOWING:

OFFENSE: _____ DATE: _____

DISPOSITION:(Jail, prison, probation): _____

ARE YOU CURRENTLY ON PROBATION OR PAROLE: _____

IF YES, WHICH STATE: _____

DO YOU HAVE A FELONY RECORD: _____

IF YES, WHICH STATE: _____

ARE YOU A CERTIFIED VICTIM THAT RECEIVES INFORMATION UNDER THE VICTIM NOTIFICATION PROGRAM? _____ YES _____ NO

IF YES WHAT IS/ARE THE OFFENDER(S) NAME? _____

DO YOU VISIT ANY OTHER INMATE HERE OR AT ANY OTHER DEPARTMENT OF CORRECTION CORRECTIONAL FACILITY: IF YES, WHERE: _____

THERE WILL BE A CRIMINAL RECORD CHECK DONE ON ALL VISITORS. A CRIMINAL RECORD DOES NOT AUTOMATICALLY EXCLUDE APPLICANTS FROM VISITING PRIVILEGES.

INMATES WILL NOT BE ALLOWED TO RECEIVE VISITS FROM INDIVIDUALS WHO ARE CURRENTLY ON PROBATION OR PAROLE. EXCEPTIONS MAY BE MADE FOR IMMEDIATE FAMILY MEMBERS (FATHER, MOTHER, BROTHER, SISTER) UNLESS SUCH AN EXCEPTION WOULD NOT BE CONDUCTIVE TO CORRECTIONAL FACILITY SECURITY, SAFETY AND ORDER FOR ANY REASON. IN THE EVENT AN IMMEDIATE FAMILY MEMBER, WHO IS ON PROBATION OR PAROLE, IS ALLOWED TO VISIT, A LETTER OF APPROVAL FROM THE SUPERVISING PROBATION/PAROLE AGENT WILL BE REQUIRED.

INDIVIDUALS UNDER EIGHTEEN (18) YEARS OF AGE, WITH THE EXCEPTION OF INMATE'S SPOUSE, MUST BE ACCOMPANIED BY THEIR PARENT OR LEGAL GUARDIAN. THE ACCOMPANYING ADULT MUST BE ON THE PARTICULAR INMATE'S APPROVED VISITING LIST. THERE WILL BE NO EXCEPTIONS.

I VERIFY THE INFORMATION I HAVE GIVEN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY: RESULTS OF N.C.I.C. _____

APPROVED: _____ DISAPPROVED: _____

REASON FOR DISAPPROVAL: _____

CHIEF OF SECURITY OR DESIGNEE/DATE: _____

WYOMING DEPARTMENT OF CORRECTIONS

VISITING APPLICATION CONTINUATION

For Minors (17 and Under)

INMATE'S NAME: _____

THE FOLLOWING IS NEEDED FOR OTHERS WHO WILL BE COMING WITH YOU:

[illegible]